

Announcement 04-09

UNITED STATES BANKRUPTCY COURT NORTHERN DISTRICT OF TEXAS



Operations Generalist Amarillo, Texas

**Full-Time/Temporary Indefinite
\$28,747 to \$51,619 (CL 24/CL25)***

*starting salary depending on education and experience

Open Until Filled

Comprised of 100 counties, the United States Bankruptcy Court for the Northern District of Texas is one of the largest federal court districts in the United States. The Clerk's Office provides clerical and administrative support to six federal bankruptcy judges. Headquartered in Dallas, the Clerk's Office maintains staffed divisional offices in Amarillo, Fort Worth, and Lubbock.

POSITION OVERVIEW

The incumbent is responsible for managing bankruptcy cases and adversary and miscellaneous proceedings from inception to conclusion. Ensures that all entries on the docket are timely, accurate and according to established case processing standards in the Case Management/Electronic Case Filing system (CM/ECF). In addition, performs cashier and receptionist duties and processes incoming and outgoing mail. This position reports to the Divisional Manager.

Specific job tasks include but are not limited to the following:

- Reviews case management reports and takes appropriate actions to ensure timely progression of cases. Audits cases for compliance with CM/ECF standards and case processing measures.
- Performs receptionist duties, including receiving, screening and referring telephone calls and court visitors; answering routine inquiries and providing customer assistance; assisting customers with lobby computers.
- Opens new cases and adversary and miscellaneous proceedings.
- Receives and processes cash receipts.
- Assigns judges, trustees, and §341 meeting dates, times and locations to new cases and adversary and miscellaneous proceedings as appropriate.
- Maintains records of pro se petitions and Form 21 Statement of Social Security Number.
- Reviews daily docket activity reports to quality check all internal and externally filed documents for assigned digits.
- Dockets documents in e-dock queue for assigned digits, including all pleadings and orders.
- Processes incoming and outgoing mail, including preparing check logs and screening and routing mail to

appropriate persons.

- Scans, converts paper documents into PDF format and uploads documents submitted on diskette.
- Processes appeals and timely forwards appropriate documentation to district court.

REQUIREMENTS

- Minimum two years of clerical experience (educational substitutions may apply)
- One year of specialized experience which required the routine use of computer skills and specialized terminology, such as might be found in court reporting, law office or court environment
- Solid computer skills, including familiarity with Windows environment, e-mail and internet navigation
- Experience providing excellent customer service
- Punctual and dependable
- Ability to work quickly and accurately with detail
- Exceptional interpersonal skills
- High school diploma or equivalent; undergraduate degree preferred.

BENEFITS

Court employees serve under excepted appointments and are considered at will employees. They are entitled to standard federal benefits such as: 13 days paid annual leave per year for the first three years, 20 days after three years and 26 days after 15 years; 13 days paid sick leave; 10 federal holidays; medical insurance from a wide variety of plans and participation in the Federal Employees Retirement System, including a tax-deferred savings plan. Court employees are also eligible for long-term care insurance, disability insurance and pre-tax flexible spending accounts to cover eligible expenses for health care and dependent care.

APPLICATION PROCESS

Applicants may e-mail a resume in WordPerfect or Word format to: employment@txnb.uscourts.gov or submit by mail to: **Employee Relations Officer, U.S. Bankruptcy Court, 1100 Commerce Street, Room 1254, Dallas, TX 75242**

Final candidates are subject to a background investigation. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

The U. S. Bankruptcy Court is an Equal Opportunity Employer